Job Opportunity

Science Communications Assistant (Part-time)

The Vermont Center for Ecostudies (VCE) is one of the preeminent wildlife conservation organizations in New England, striving to advance the conservation of wildlife through research, monitoring, and community engagement. We are seeking a Communications Assistant to work alongside our Director of Science Communications (DoSC) and help implement our communications strategy during the next phase of our organization’s growth and success.

Located across the Connecticut River from Dartmouth in vibrant Hartford, Vermont, our scientists and staff are committed to creating a workplace culture that respects and celebrates diversity and values the physical and emotional wellbeing of all employees. We support a healthy work-life balance at VCE by embracing flexible work arrangements that facilitate our increasingly complex lives, including those of working parents.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, disability, or protected veteran status. We are committed to achieving an anti-racist, non-discriminatory, and inclusive working environment, and we wish to connect with a diverse pool of candidates in this search.

Description

We seek a Communications Assistant to work alongside our DoSC, supporting both daily communications operations and longer-term projects in alignment with our communications plan. Primary responsibilities will include overseeing creation of our monthly eNewsletter, coordinating annual and bi-annual print publications, managing our social media accounts, updating our website, and generating new content, with opportunities to grow and share ideas.

Responsibilities

- Oversee monthly eNews, which involves working with other staff to plan content, updating and adding content to Constant Contact, and editing materials to ensure clarity and proper grammar usage;
- Coordinate production of VCE’s print publications, including but not limited to:
  - Field Notes
  - Annual Report
  - Annual Loon Caller
- Manage VCE’s Facebook, Instagram, and Twitter accounts through regular posting, working with other staff members to generate new content, engaging with other accounts, and helping to further define VCE’s social media presence;
- Updating and maintaining VCE’s website on a weekly and monthly basis, and working with DoSC on website overhauls;
- Track metrics for both VCE social media accounts and website to help guide communications strategies toward success;
• Interface with contracted professionals, including VCE’s web designer, graphic designer, and printing company to schedule and carry out projects to completion, meeting both budget and deadline constraints;
• Work with VCE’s subject matter experts in a collegial and effective way to seek advice and obtain content;
• Organize communications materials and ensure that photo databases are neat and accessible;
• Assist with creating new written content (blog posts, press releases, social media posts, etc.), as well as opportunities for photo, video, and audio content development;
• Work with DoSC to continue solidifying VCE’s brand and further extend our reach in Vermont and beyond;
• Help organize events, as needed.

Qualifications

• Passion for communicating science in a manner that is accessible to the general public;
• Enthusiasm for getting others excited about nature and wildlife;
• Keen attention to detail and commitment to careful proofreading;
• Strong creative writing skills and the ability to adapt writing style to match VCE’s “voice”;
• Demonstrated ability to learn quickly and manipulate communications tools such as Constant Contact, WordPress, Squarespace, Adobe Lightroom and Photoshop, and Google Analytics;
• Ability to work both independently and collaboratively;
• Ability to manage multiple projects and assignments at once while meeting deadlines;
• Passion for celebrating diversity, equity, and inclusion in written and verbal communications;
• Experience in public-facing roles with the ability to navigate difficult interactions (with public or colleagues) in a thoughtful manner;
• Experience tracking metrics for both social media and website performance or willingness to learn;
• Experience managing non-profit social media presence with a record of building followers and creating engaging content, or strong interest in learning;
• Bachelor’s degree or equivalent professional and work experience in communications, natural sciences, or a related field. Two years’ experience in non-profit or science communications preferred.
• Experience with creating multimedia communications materials (such as video and audio) a plus.

Supervisor: Director of Science Communications

Location and Hours: Schedule is 20 hours/week, somewhat flexible within typical office hours, and may be negotiated with supervisor’s approval. Work will be conducted both remotely and at the VCE office in White River Junction, VT.
Compensation: $20/hour and a pro-rated benefits package that includes VCE contributions toward health and dental insurance, 403(b) retirement plan for eligible employees, and a flexible earned time off policy.

To apply: Please send cover letter, resume, a portfolio or samples of your work, and contact information for up to three professional references who can directly speak to your abilities to communicate effectively in writing to Emily Anderson at eanderson@vtecostudies.org. Candidates will be reviewed on a rolling basis beginning Feb. 21 with an anticipated hire date around late March or early April. In your email or cover letter, please let us know how you heard about the position.